

Notice of Funding Opportunity

**HS State Emergency Operations Center (SEOC) Enhancements
2020 (2023)**

**Applications must be submitted through
Egrants on or before December 15, 2022**



Contact Information for this Notice of Funding Opportunity

Program Manager: Eric Franco (608) 242-3335
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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egran.us

The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egran.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egran.us>

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#). **WEM cannot award a grant until the applicant has complied with all applicable SAM requirements. Please contact the assigned Program Manager if need assistance.**

National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

Notice of Funding Opportunity: HS State Emergency Operations Center (SEOC) Enhancements 2020 (2023)

Description: These funds will provide the Wisconsin State Emergency Operations Center (SEOC) with new software that provides an enhanced situational awareness capability that notifies the SEOC General and Command Staff about critical events in real-time to shorten emergency response and support time.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: December 15, 2022

Project Start Date: December 30, 2022

Project End Date: June 30, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted Quarterly

Financial Reports Frequency must be submitted Final-Only

Anticipated Funding Amount: As approved by the Wisconsin Emergency Management Administrator, the anticipated dollar amount available under this funding opportunity is **\$24,995.00..**

Match/Cost Sharing Requirement: None

Eligibility: Wisconsin Emergency Management is the only eligible applicant.

Eligible Expenses: Funding may be used for Supplies & Operating Expenses and Consultants/Contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Notice of Funding Opportunity: **HS State Emergency Operations Center (SEOC) Enhancements 2020 (2023)**Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo. x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project.

Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

4. Budget Narrative

Describe how the funds will be used, including what programs will be implemented using this grant funding.

5. Project Narrative

Describe your program or project in detail, including what objectives will be accomplished. Include appropriate statistics, if applicable. Describe how your department staff will use or otherwise put in place this project or program. Relate any potential benefits including cost savings, decrease in crime activity, or other relevant details

6. Free Style Questionnaire- Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

7. Required Attachments

Please attach the following documents to your application in this section

- Memorandum of Instruction or Training Plan
- AEL for references equipment purchases

If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

2. Funding Acknowledgement Required

Funding for project activities is contingent on receipt of Funding Acknowledgements in the amount of the project cost from local governments that meet the federal requirements for local pass-through. Funding Acknowledgements must be submitted to WEM upon submission of reimbursement requests. Upload the documents into Egrants within the Monitoring Section under Project Document Attachments in Egrants.

3. Grant Modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

4. Procurement

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

5. Publications Acknowledgement

The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."

6. Roster Required

Reimbursement of costs will be contingent on submission of an exercise roster which must contain exercise name, dates, student name, and agency affiliation. Upload the roster into Egrants within the Monitoring Section under Project Document Attachment. Each roster must only contain one training or exercise event. If training and exercise activities occurred over multiple days, please upload one roster for each training/exercise activity per day.

Request for Award Modification

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of signing official, fiscal officer, or project director.
2. Requesting a change in the award amount or returning the award.
3. Requesting an extension of the performance period. Extensions will be considered on a case-by-case basis.
4. Changing the scope of the project.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the WEM assigned Program Manager and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered authorized until WEM provides a signed Grant Adjustment Notification (GAN); **any related expenses incurred prior to receipt of a signed GAN are not eligible for reimbursement.**

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <https://wem.wi.gov>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>
- Egrants (User Guide available on Log-in screen): <https://wem.egrants.us/>
 - Online Help is available in many areas of the Egrants system – watch for the “Help” buttons. Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us
- Exercise forms and Policy Directives are available in WebEOC® > Advanced File Library > WEM External Policy Directives.
 - 5005.4.3 AAR and IP Template
 - 5005.4.4 Supplemental Exercise Form

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